

THIS FORM IS OBSOLETE IF DATE OF DEATH ON/AFTER JANUARY 1, 2006

Instructions for completing
Statement of Voluntary Administration
(NHJB-2143-P)

Form use. This form is required to close a small estate by summarizing all assets and income received and all expenditures made during the course of administering the estate. The form must be filed no earlier than 60 days nor later than 90 days from the court's approval of the petition for small estate administration (NHJB-2141-P).

Top part of form

- COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: Belknap County Probate Court; Rockingham County Probate Court).
- CASE NAME:** Enter the name of the deceased (example: Estate of John Adams; Estate of Susan Jones).
- CASE NUMBER:** Leave blank if not yet assigned by court OR fill in case number if it is known.

Main part of form

Estate Assets and Income. On lines A, B and C, list only the deceased's personal assets as they appeared on the Petition for Small Administration and any income earned.

1. **TOTAL ESTATE ASSETS AND INCOME (Box 1).** Enter the total amount of the Estate Assets and Income listed on A, B and C immediately above.
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BILLS PAID FROM ESTATE ASSETS AND INCOME. On lines A and B, list only those expenses paid from the total amount listed in Box 1.

2. **TOTAL BILLS PAID FROM ESTATE ASSETS AND INCOME EARNED (Box 2).** Enter the total amount of the Bills Paid listed on A and B immediately above.
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3. **BALANCE IN HAND TO BE DISTRIBUTED TO LEGATEES OR HEIRS ONLY AFTER RECEIVING THE COURT'S APPROVAL.** Subtract the total of item #2 from the total of item #1, and enter the balance remaining, if any.

Signature section

The sentence prior to the signature section indicates that the person filing this document has provided copies to all attorneys, parties and persons beneficially interested in the case. Sign the form on the **VOLUNTARY ADMINISTRATOR SIGNATURE** line, and date it in the appropriate space to the left. **This form must be signed in the presence of a Notary Public or Justice of the Peace** who will complete the section immediately following your signature.

Order

This section will be completed by the judge once the document is filed with the court and reviewed in detail by the judge.

Review the completed form for accuracy prior to filing it with the court. If completing this form on-line, some fields may be filled in automatically based on entries in other fields. If more space is needed for any question, please attach additional sheets of paper.